DISPLAY TIMESHEET



QUICK REFERENCE CARD

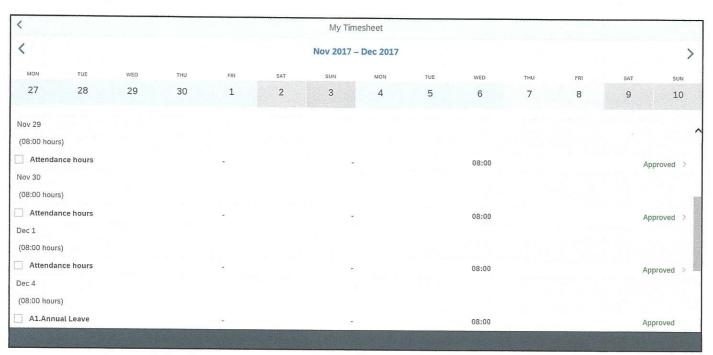
Employees whose working time is entered in a third party time clock system and interfaced into SCEIS will be able to see their working time in the My Timesheet Display tile.

PROCESS

- Under the Employee Self-Service section, click the My Timesheet Display tile. You should now see the timesheet.
- The working time that has been interfaced from the third party time clock system to SCEIS should appear in the Time Assignment section. Any leave that has been approved and posted successfully overnight will also appear.

My TimeSheet
Display
Display TimeSheet

Note: The My Timesheet Display tile is read only. You cannot make changes to time or leave entries in this tile.



If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. Note: SCEIS Central may appear differently than above depending on the browser and device you are using.